

U.S. Department of Justice Office on Violence Against Women

**Semi-Annual Performance Report for
Sexual Assault Forensic Exam Program**

Brief Instructions

This reporting tool details the Sexual Assault Forensic Exam (SAFE) Program's Semi-Annual Performance Report questions. A report must be completed for each grant received. Grant partners may complete sections relevant to their portion of the grant. Grant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners.

All grantees must complete the required sections. Required questions are marked with an asterisk (*). For all other sections, grantees must answer an initial question about whether they used SAFE Program funds to support certain activities during the current reporting period. If the response is yes, then the grantee must complete that section. If the response is no, the rest of that section is skipped.

The activities of volunteers or interns should be reported if they were coordinated or supervised by SAFE Program-funded staff or if SAFE Program funds substantially supported their activities.

For further information on filling out this report, refer to the separate instructions, which contain detailed definitions and examples.

Public Reporting Burden

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 60 minutes per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530.

General Information

All grantees must complete the General Information section.

1. Date of report

2. Current reporting period (6-month)

- January to June
- July to December

Current reporting period (4-digit year)

3. Grantee name

4. Grant number

The federal grant number assigned to your SAFE Program grant.

This number, also called your Award Number, can be found at the top of your JustGrants Funded Award Page. Please enter the grant number exactly as it appears, including dashes.

Examples: 15JOVW-12-GG-12345-PROG or 2000-XX-ZZ-1234

If you have multiple active OVW program grants, please enter the grant number associated with the SAFE Program grant you are reporting on in this form.

5. Type of performance report

Indicate if this is a regular performance report or the final performance report for the grant award being reported on.

- Final
- Regular

6. Point of contact

Provide information for the person responsible for the day-to-day coordination of the grant.

- First name
- Last name
- Agency/organization name
- Address
- City
- State
- Zip code
- Telephone
- Email

7. Is this a faith-based organization?

- Yes
- No

8. Is this a culturally-specific community-based organization?

- Yes
- No

9. Does this grant specifically address and focus on Tribal populations?

- Yes
- No

Indicate which Tribal populations are served under your grant.

10. Does your grant support the creation of products in languages other than English or provide services in languages other than English?

- Yes
 - If yes, what languages?
- No

Staff

1. Were SAFE Program funds used to fund staff time (at your agency, at a partner agency, contractors, or stipends) during the current reporting period?

Select "yes" if SAFE Program funds were used to pay for staff salary/wages. SAFE Program-funded staff may be located at an agency other than the grantee agency. Also consider all stipends and contracted staff.

- Yes
- No

2. Staff

Report the total number of full-time equivalent (FTE) staff funded by the SAFE Program grant during the current reporting period.

- Reporting 1.00 FTEs means a staff person worked full-time and was 100% funded by the grant for the entire reporting period. Typically, one FTE is equal to 1,040 hours (40 hours per week multiplied by 26 weeks).
- FTEs should be prorated to reflect when a staff person did not work-full time and/or when was not 100% funded by the SAFE Program grant for the entire reporting period.
- Report staff by the function(s) they performed, not by title.
- Round and report FTEs to the second decimal place. For example, if you calculate an FTE to be 0.66667, then rounding to the second decimal would mean this FTE would be reported as 0.67 FTE.

Staff Function	FTE(s)
Administrator	
Information technology staff	
Program coordinator	
Sexual assault nurse examiner/sexual assault forensic examiner (SANE/SAFE)	
Support staff	
Trainer	
Translator/interpreter	
Victim advocate	
Other (specify):	
Total	

- 3. Describe how staffing (including recruitment and vacancies) impacted your ability to implement your grant-funded activities during the current reporting period.**

SAMPLE

Training

1. Were SAFE Program funds used to support training activities during the current reporting period?

Select yes if SAFE Program-funded staff provided training or if SAFE Program funds directly supported the training.

Training means providing information on sexual assault, domestic violence, dating violence, stalking, and/or any additional victimizations funded under the OVW grant that provides professionals (or volunteers acting in the role of professionals) with a tool, skill, or resource that better allows them to support victims/survivors.

Do not report trainings provided to SAFE grant-funded staff in these questions. OVW considers this to be professional development.

- Yes
- No

2. Were SAFE Program funds used to support live training events during the current reporting period?

- Yes
- No

3. Live training events

Report the total number of live training events that were provided by SAFE Program-funded staff or directly supported by SAFE Program funds during the current reporting period. Include both virtual and in-person live events. Do not include training provided to SAFE Program-funded staff.

4. Total number of people trained at live training events

Report the total number of people trained at both virtual and in-person live training events that were supported with SAFE Program funds during the current reporting period. SAFE Program-funded staff who attended training events should not be counted as people trained.

5. Describe the content of the SAFE Program-funded live training events.

6. Were SAFE Program funds used to develop, create, and/or launch pre-recorded trainings during the current reporting period?

- Yes
- No

7. Number of pre-recorded trainings

Report the number of pre-recorded trainings developed, created, and/or launched with SAFE Program funds during current reporting period.

8. Describe the target audience and content of the pre-recorded trainings supported with SAFE Program funds during the current reporting period.

9. Discuss the effectiveness of training activities funded or supported with your SAFE Program funds and provide any information you would like to share about your training activities beyond what you have provided in the data above. Examples might include an improved system response to victims/survivors with disabilities following a multidisciplinary training provided to advocates, law enforcement, and prosecution agencies on issues specific to victims/survivors with disabilities.

SAMPLE

Coordinated Community Response

1. Coordinated community response activities

This question is required. Select all agencies/organizations that you provided SAFE Program-funded referrals to/received from, met with, or engaged in consultation with during the current reporting period. If SAFE Program-funded staff participated in a task force or work group, check all attendees.

Agency/organization	Provided referrals to/received referrals from, met with, or engaged in consultation with
Advocacy organization	
Abuser intervention program	
Corrections (<i>probation, parole, and correctional facility staff</i>)	
Court	
Court (<i>federal</i>)	
Court (<i>Tribal</i>)	
Dual sexual assault and domestic violence program	
Domestic violence organization	
Educational institutions/organizations	
Faith-based organization	
Governmental agency	
Health/mental health organization	
Law enforcement	
Law enforcement (<i>federal</i>)	
Law enforcement (<i>Tribal</i>)	
Legal organization	
Prosecutor's office	
Prosecutor's office (<i>federal</i>)	
Prosecutor's office (<i>Tribal</i>)	

Agency/organization	Provided referrals to/received referrals from, met with, or engaged in consultation with
Sex offender management/sex offender treatment provider	
Sexual assault organization	
Social service organization (<i>non-governmental</i>)	
Tribal government/Tribal governmental agency (<i>other than elected Tribal council or other leadership</i>)	
Non-profit, Tribal domestic/dating violence or sexual assault coalition	
Tribal council (<i>elected Tribal leadership</i>)	
Tribal elders	
Non-governmental Tribal victim services program	
Other (specify): _____	

2. Discuss the effectiveness of CCR activities funded or supported by your SAFE Program grant and provide any additional information you would like to share about your CCR activities.

Products

- 1. Were SAFE Program funds used to develop or substantially revise products during the current reporting period?**

Select yes if SAFE Program-funded staff developed or revised products or if SAFE Program funds directly supported the development or revision of products.

- Yes
- No

- 2. Describe the products developed or substantially revised with SAFE Program funds during the current reporting period.**

Describe what type of product it was, the title/topic of the product, as well as its intended audience. Also provide information on if the product was translated into a language other than English (including Braille).

- 3. Were the products mentioned in the narrative above reviewed and approved by OVW?**

Victim Services

1. Were SAFE Program funds used to provide victim services (including legal services provided by an attorney or paralegal) during the current reporting period?

Select yes if SAFE Program funds were used to support victim services during the current reporting period. Report all victims served and victim services provided with SAFE Program funds, whether by a victim services agency or victim services within law enforcement, prosecution, or the court system in this section. If the grantee is funding a victim assistant or victim-witness coordinator within law enforcement, prosecution, or the court system, they should complete the victim services section to capture that staff's grant-funded work.

- Yes
- No

2. Number of victims/survivors who were fully served, partially served, and not served

Report the following, to the best of your ability, as an unduplicated count for each category during the current reporting period. This means that each victim/survivor who requested or accepted SAFE Program-funded services during the current reporting period should be counted only once in that reporting period. If the victim/survivor experienced more than one victimization, that person should be counted only once under the presenting victimization. Do not report secondary victims here.

Served: A victim/survivor should be reported as served if they requested and/or accepted grant-funded services and the program was able to provide all of those services.

Partially Served: A victim/survivor should be reported as partially served if they accepted and/or requested grant-funded services and the program was able to provide some, but not all, of those services.

Not Served: A victim/survivor should be reported as not served if the program could not provide any of the grant-funded services that the victim accepted and/or requested.

	Sexual assault	Total
Served		
Partially served		
Total Served & Partially Served		
Not served		

3. Number of victims/survivors who received SAFE Program-funded services for multiple victimizations

Report an unduplicated count of victims/survivors reported in the previous question who received SAFE Program-funded support for more than one victimization.

4. Select all the additional victimization types, including specific forms of abuse, for which these victims/survivors received SAFE Program-funded services:

Check all that apply. If you have reported at least one victim in Question 3, you must check at least one box in Question 4. This applies regardless of when the additional victimization happened, so long as the victim received grant-funded services for it during the current reporting period.

- ☐ Domestic/dating violence
- ☐ Stalking
- ☐ Female genital mutilation/cutting
- ☐ Adult survivor of child sexual abuse
- ☐ Sex trafficking
- ☐ Labor trafficking
- ☐ Economic abuse
- ☐ Technological abuse
- ☐ Forced marriage

5. Describe how SAFE Program funds were used to serve victims/survivors who received grant-funded services for multiple victimizations.

6. Select all of the reasons primary victims/survivors who requested SAFE Program-funded services were partially or not served:

- ☐ Conflict of interest
- ☐ Did not meet statutory requirements
- ☐ Hours of operation
- ☐ Insufficient or lack of culturally specific services
- ☐ Insufficient or lack of agency capacity to provide language access (including sign language or assistive communication devices)
- ☐ Insufficient or lack of services for people with disabilities
- ☐ Insufficient or lack of services for people who are D/deaf or hard of hearing
- ☐ Lack of childcare
- ☐ Program reached capacity
- ☐ Program rules not acceptable to victim/survivor
- ☐ Program unable to provide service due to limited resources
- ☐ Services inappropriate or inadequate for victims/survivors with mental health issues
- ☐ Services inappropriate or inadequate for victims/survivors with substance abuse issues
- ☐ Services otherwise not appropriate for victim/survivor
- ☐ Transportation
- ☐ Other (specify)

7. Describe why grant-funded services were not provided, including barriers/challenges your agency faced when providing SAFE Program-funded services, and how those barriers impacted victims/survivors.

8. **Race/ethnicity**

Report the demographic information for the victims/survivors reported as served and partially served with SAFE Program funds. Do not report demographics for secondary victims.

Report victims/survivors in each category they identify as. At least one race/ethnicity must be reported for each victim/survivor reported as fully served and partially served. Those victims for whom the race/ethnicity is not known should be reported in the “unknown” category.

Race/ethnicity	Number of victims/survivors
American Indian or Alaska Native	
Asian	
Black or African American	
Hispanic, Latino, or Spanish origin	
Middle Eastern or North African	
Native Hawaiian or other Pacific Islander	
White	
People of a race or origin not listed (specify):	
Unknown	
Total	

9. **Sex**

Report victims/survivors in each category that applies.

Due to Presidential [Executive Order 14168](#) and accompanying guidance from the Office on Management and Budget, OVW amended demographic questions as follows. The term “gender” was changed to “sex,” and the available responsive categories were limited to “male” and “female.” Grantees should report the data that is relevant to those categories in those categories. Grantees should not report data for victims for whom sex is unknown. The total number of victims reported in this section must be less than or equal to the total number of victims served and partially served. As always, victims do not have to share their demographic information to obtain services. Please direct any questions to OVW.Research@usdoj.gov.

Sex	Number of victims/survivors
Female	
Male	
Total	

10. **Age**

Report the age of each victim/survivor reported as fully and partially served. Exactly one age must be reported for each victim/survivor reported as fully and partially served. Those victims for whom the age is not known should be reported in the “unknown” category.

Age	Number of victims/survivors
0-6	
7-10	
11-17	
18-24	
25-59	
60+	
Unknown	
Total	

11. Victim services

Report the SAFE Program-funded services provided to the victims/survivors reported fully and partially served victims. Do not report legal assistance provided by grant-funded attorneys or paralegals in this question, as that information will be asked for in future questions. Refer to the separate instructions for service definitions.

The first column "Number of victims/survivors served" is an unduplicated count of the number of victims/survivors who received each type of grant-funded service. No individual service category should have a number of victims served greater than the total number of victims served and partially served.

The second column "Number of times service was provided" is a total of the number of times each victim in the first column received that services type during the 6-month reporting period.

Type of Service	Number of victims/survivors served	Number of times service was provided
Crisis intervention		
Culturally specific services		
Forensic exam		
Hospital/clinic/other medical response		
Language services		
Transportation		
Victim advocacy		
Other (specify): _____		

12. Discuss the effectiveness of victim services supported by your SAFE Program grant and provide any additional information you would like to share.

Narrative

- 1. Report on your SAFE Program grant goals and objectives as of the end of the current reporting period.**

This question is required. Report on the status of the goals and objectives as they were identified in your grant proposal or as they have been added or revised. A goal or objective's status may be reported as "on hold," "not started," "pending," "ongoing," "complete," or any other descriptor as appropriate. Please do not include Personally Identifying Information (PII).

- 2. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors, increasing victims/survivors' safety, and enhancing community response (including offender accountability)? (Maximum-8,000 characters)**

This question is required for the January-June reporting period. Consider geographic regions, underserved populations, service delivery systems, types of victimization, and challenges and barriers unique to your jurisdiction. Please do not include Personally Identifying Information (PII).

- 3. What has SAFE Program funding allowed you to do that you could not do prior to receiving this funding? (Maximum-8,000 characters)**

This question is required for the January-June reporting period. Please do not include Personally Identifying Information (PII).

- 4. As you finalize your OVW award, please describe any lessons learned regarding the most effective approaches in implementing your project. (Maximum-8,000 characters)**

This question is required if this is your final report. Please do not include Personally Identifying Information (PII).

- 5. Provide additional information regarding the effectiveness of your grant-funded program. (Maximum-8,000 characters)**

If you have any other data or information that you have not already reported that demonstrates the effectiveness of your SAFE Program grant, please provide it below. Please do not include Personally Identifying Information (PII).

- 6. Provide additional information to explain the data submitted on this form. (Maximum-8,000 characters)**

Please do not include Personally Identifying Information (PII). If you have any information that could be helpful in understanding the data you have submitted in this report, please answer this question. For example, if you submitted two different performance reports for the same reporting period, you may explain how the data was apportioned to each report; if you reported staff but did not report any corresponding activities, you may explain why; or if you did not use SAFE Program funds to support either staff or activities during the reporting period, please explain how SAFE Program funds were used.